

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0128334

DATE POSTED: 12/02/13

POSITION NO: 946370

CLOSING DATE: 12/13/13

POSITION TITLE: Associate Minerals Auditor

DEPARTMENT NAME / WORKSITE: DNR - Minerals Department/Window Rock, Arizona

WORK DAYS: Mon-Fri REGULAR FULL TIME: ☒ GRADE/STEP: Y63A

WORK HOURS: 8am-5pm PART TIME: ☐ NO. OF HRS./WK.: _____ \$ 17.30 PER ANNUM

SEASONAL: ☐ Duration: _____ \$ 35,984.00 PER HOUR

TEMPORARY: ☐ _____

DUTIES AND RESPONSIBILITIES:

Perform compliance audits to ensure companies producing minerals on the Navajo Nation are in compliance with applicable Federal and Navajo Nation laws, regulations, lease terms, policies and procedures. Compliance audits consist of verification of correct reporting and remittance of royalty, rental, bonus, water and other associated lease payments through the analysis of financial documents and records provided by companies. Audit activities include the compilation of such documents and records; and multiple levels of testing and analysis of to determine correctness.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A Bachelor's degree in Accounting, Business Administration or closely related field which includes twenty-four (24) college credit hours in accounting or auditing; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

General knowledge of GAAP is necessary; knowledge of audit theory and practices; analytical skills; oral and written communication skills.

Special Requirements:

Incumbents in this classification must meet qualification standards and must perform duties in accordance with Government Auditing Standards issued by the Comptroller General of the United States. Incumbents in this classification must also meet the qualifications set forth under the General Audit Standards of the Cooperative Agreement.

(Preferred) Applicant must possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's permit within 90 days of employment.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.